

**PROPOSED DOE BUSINESS PROCESSES  
FOR QUICKHIRE**  
(As of 6/26/02)

- It's important that all users immediately log off QH when finished due to the number of concurrent user licenses.
- The user name format for the CITRIX logon is the site acronym > first initial > last name up to 8 characters (e.g. HQJSMITH). The user name format for QH (second logon screen) is first initial > last name up to 8 characters (e.g., JSMITH). Passwords are case sensitive.
- When numbering vacancy announcements, for consistency we recommend using the following sequence: abbreviate site name in the department table, FY, sequential number (e.g. RL-2002-001).
- For the vacancy description, users should include the job title, series, grade and their initials so others will know who created the announcement (e.g. HR Specialist GS-201-12 SS).
- Use Position Description Identifier to record the SF-52 number or for any other site specific information.
- Users can use the Remarks Maker website to create the text for the announcement; then, add additional statements/text if needed (TIP: bookmark the remarks website for easy access  
<http://www.oakridge.doe.gov/pmab/employment/rm/remarksmaker.htm>)
- Most end-users do not have the permission rights to add a question online in QH; only site administrators and users with level III permission rights can add a question in the library.
- Under HR Management Options, the HR rep will determine the best qualified and select their ID's for the following:
  - (A) HR Manager
  - (B) Selecting Official
  - (C) Best Qualified Designator
  - (D) Well Qualified Score \*\*
- Transmutation table provides a minimum of 70, with up to 100 points maximum with 85 as the default for well qualified; if another score is used then it will look at the total score
- Users should select the Diversity Notification option where possible.
- Run the Single Vacancy Listing and other reports to view the contents of the announcement before

finalizing.

- Standard weights will be 0, 1, 3, 5, 7, and 9 (if 6-level scale is used). If competency is critical, then the weight should be doubled.
- Users should verify that announcements are posted on the web by looking at it once it opens.
- On a weekly basis, site administrators should check for “unapproved” jobs and send email to the appropriate HR user with a reminder to follow-up on the announcement.
- Mark an applicant “administratively ineligible” whenever you have determined that they don’t meet basic qualifications and/or there may be a fraudulent answer that effects their status.
- Requirements for any supplemental documentation (SF-50s, college transcripts, SF-15, DD-214s, etc) should be clearly stated in the vacancy announcement.
- To cancel a job in QH, go to Utility > Data Administration > Vacancy. Locate your vacancy and right click then select Cancel vacancy. You should notify applicants via email that job is canceled.
- There are two methods of allowing Selecting Officials to view certificates online:  
  
Option 1: HR users can assign a password to a vacancy. The Selecting Official will use the announcement number for the user ID and the password given by the HR rep.  
Option 2: Site administrators can add selecting officials into the QH database with the permission of “Selecting Official” in order for them to view the cert via the web.
- HR offices should assist applicants with registration in DOE Jobs ONLINE if the applicant has any access problems or other issues.

**ITEMS YOU MUST VERIFY MANUALLY ON APPLICANTS WHO APPLY FOR DOE JOBS ONLINE:**

1. Time-in-grade should be manually verified by the specialist by checking the responses under the core question ( #10, 11, 12, 13) and review of the online resume.
2. All BQ applicants should be verified by checking responses to core questions and reviewing the resume to verify that there are no blatant misrepresentations.
3. Vet Preference for DEU Announcements:
  - For those competitors claiming 10 pt. preference, verify if the system is marking them appropriately, i.e., CPS, CP, XP.

- Additionally, the system is appropriately breaking ties within preference groups except for CPS and CP eligibles that have the same numerical score (e.g., CPS 95, CP 95-- for the purpose of the tie they are within the same preference group). Make a manual review in these cases and apply the appropriate tie breaking procedure.

4. VRA Eligibility:

- If an applicant answers “yes” to Core Question #3 (Are you currently under a VRA Appt.), the system allows them to see the listing for Public NonStatus and Public Status Jobs. It has no way of knowing the grade level of the job the applicant will apply for.

- If an applicant answers yes to Question # 23 (Are you eligible for noncompetitive appointment under a Special Appointing Authority?), because they are eligible for VRA the system allows them to see the listing for Public Non Status and Public Status Jobs and does not know the grade level of the job the applicant will apply for. Once they apply for a job, and assuming they answered yes to Question #23 and they meet the basic quals and screen out criteria, the system marks them as “BQ Special” in Applicant Manager. **Accordingly, they could end up in the applicant pool for a job that is above the grade level for VRA**

**(i.e., GS-12 or higher even though VRA goes through GS-11 only).** Specialists are making this review to determine true VRA eligibility.

5. Eligibility:

- If an applicant has applied to a job that is still open, then goes and changes their core answers or veteran preference question responses that would change their status from a system perspective (e.g., core question #1, 3, 4,7, 8,9,22, 23,25 OR under "Veteran Preference and Military Service" response 2,3,4, or 5), he/she could end up being considered for a job they otherwise are not eligible for.

For example, for core question #7, an applicant states he is currently serving under a Permanent Career appointment in the competitive service, the system will allow the individual to see a listing of Public NonStatus and Public Status jobs for which they can apply. If they immediately apply to a Public Status announcement on the list and then, while that vacancy is still open, go back and change their core question response #7 to "not applicable", the system will still show them in Applicant Manager as a candidate for that Public Status position when in reality they weren't eligible to be considered because they lacked status. When this happens it does appear that the core question report for the applicant printed from Applicant Manager does reflect the changed response(s), but because they have already applied it keeps them in the applicant pool shown in Applicant Manager.

**TIPS:**

- Passwords are case sensitive.
- Right clicking the mouse brings up a lot of options...don't forget to use it.
- Don't forget to press "New" if displayed at the bottom of the screen for various screen functions.
  
- Run spell check and verify grammar.
- If displayed on the screen, always press "finish" button to be sure that the system does the automatic processing (e.g., send job announcement to OPM's USA Jobs).
- Certain text can be saved as a template under the category for future use later.
- Be sure to get USA jobs confirmation number and edit the field in Step #8 of the vacancy builder.
- Right click on the announcement to do things related to announcement (e.g., email applicants, notify selecting official, generate job cert, view resume, etc ).
- Use the filter to select groups of employees to email notifications (eg., all BQs, all ineligible)
- Create templates by right clicking to insert "tokens"
- If a selected (hired) candidate declines, you can change the applicant status by right clicking on the applicant and selecting "D".

**Primary Reports Recommended for Users****A. Vacancy Reports**

- Single Vacancy Listing
- Vacancy Questions (with Choices)
- Vacancy Statistics
- Weights and Screen Outs
- Demographic Vacancy Report

**B. Applicant Reports**

- Applicant Ranking
- Ineligible Applicant

**C. Organization Reports**

- Categories/Subcategories
- Questions with Choices (depending on volume)

-Questions without Choices